

2018-2019
Pre-K for All
Lead Teacher Incentive Program
Application Guide

NYC Department of Education
Division of Early Childhood Education (DECE)



Lead Teacher Incentive Application

This Guide Will Review Steps Necessary to Submit Lead Teachers' Applications Using the Online Platform, SurveyMonkey Apply.

On Line Application on Survey Monkey Apply: <https://lti-nycdoe.smapply.io>

The screenshot shows the top navigation bar with links for 'Welcome Page' and 'Welcome Page Resources' on the left, and 'Log In' and a green 'Register' button on the right. The 'Register' button is circled in red. Below the navigation bar is the program logo, which includes 'PRE-K FOR ALL', 'NYC Department of Education', and '2018-2019 Lead Teacher Incentive Program'. The main heading reads 'New York City Department of Education' and 'Division of Early Childhood Education'. Below this is the program title: 'NYC DOE DIVISION OF EARLY CHILDHOOD EDUCATION' and '2018-2019 LEAD TEACHER INCENTIVE PROGRAM'. The main body of text describes the program and includes a 'Please Note' section. At the bottom, a grey bar contains the text 'Program Application Deadline: Friday, October 5, 2018'.

Create an account for your program and register!

To create an account, click on "Register" button at the top right corner

2018 - 2019 Lead Teacher Incentive

General Welcome Page

"Welcome Page Resources"

The Following Resources Can Be Found Here:

1. 2018 -2019 Pre-K for All Program Overview and Requirements Document
2. Requesting and Renewing SCR Clearances (for GFDC and Article 47 programs).

Welcome Page | Welcome Page Resources | Log In | Register

PRE-K FOR ALL NYC Department of Education 2018-2019 Lead Teacher Incentive Program

New York City Department of Education
Division of Early Childhood Education

NYC DOE DIVISION OF EARLY CHILDHOOD EDUCATION
2018-2019 LEAD TEACHER INCENTIVE PROGRAM

The NYC DOE Division of Early Childhood Education is excited to offer the Pre-K for All Lead Teacher Incentive Program for the 2018-2019 school year to Pre-K for All Teachers*. Pre-K for All programs choosing to participate in this year's program must complete an online application and submit the required documents for each lead teacher candidate.

Please Note: The Lead Teacher Incentive Program for the 2018-2019 School Year is open to Pre-K for All Teachers ONLY. We are unable to offer this program to 3K teachers at this time.

Program Application Deadline: Friday, October 5, 2018

NEW ONLINE APPLICATION INSTRUCTIONS

1. Designated program representative creates Lead Teacher Incentive account with an easy to remember username and password.
2. Designated program representative and each lead teacher candidate collaborate to complete the online application.
3. SCR Clearance letter must be uploaded where requested for Article 47 and Group Family Day Care (GFDC) programs only.*
4. Participating programs must submit a separate application for each lead teacher candidate.

Please Note:

- Failure to provide accurate application information will result in disqualification of your lead teacher candidate's application or delayed payment.
- After submitting your application, you should receive a separate confirmation email for each application submission. If you do not receive a confirmation email, the application has not been submitted.

* Article 43 programs are not required to submit SCR clearance letters for this application.

Step 1:
Click here to "Register"

Step 2: Once registered, Use the "Log In" to complete and submit applications, and check the status of your teacher candidates

Registration Step 1

Complete Your Program Information Form

IMPORTANT

Information entered into this registration form should only be for the **PROGRAM** and **PROGRAM REPRESENTATIVE**.

This page is not for Lead Teachers' names and email addresses.

First name Last name

Email

Password

Confirm password

1. Site ID

2. Permit Type

3. Pre-K For All Program Name

4. Program Address

5. Program Representative Phone

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

I'm not a robot 

[Privacy - Terms](#)

CREATE ACCOUNT

Click “**Create Account**” button once form is complete to register.
This will create your **on-line** Program Profile for the Lead Teacher Incentive Program

Registration Step 2

Verify Your Program's Email Address

Please click the following link in order to validate the email address on the account.

Thanks,
The SurveyMonkey Apply Team

[Confirm email address](#)

An email will be sent to the email provided. Once received, click "Confirm Email Address"

Welcome!

You have successfully registered for a SurveyMonkey Apply account for New York City Department of Education

We've sent a confirmation link to your email. You won't be able to submit applications or complete certain tasks until your email address has been verified.

[Continue to site](#)

Once you have confirmed your email address:

1. Refresh the page
2. Click "Continue to Site"

Your Lead Teacher Incentive Home Page

What to Find on Your Program's Home Page

Click on "Pages" to view additional Lead Teacher Incentive Application Resources.

Click on "Programs" to apply for individual lead teachers' incentive.

The screenshot shows the top navigation bar of the New York City Department of Education's Lead Teacher Incentive Home Page. The navigation bar is dark blue and contains three main menu items: "Pages" (with a document icon), "Programs" (with a person icon), and "My Applications" (with a house icon). Each of these three items is circled in red. Below the navigation bar, there is a light gray bar with a "Return to admin" link on the left and a user status indicator "You are currently logged in as [name]" on the right. Below this is a white banner with the "PRE-K FOR ALL" logo, the "NYC Department of Education" logo, and the "2018-2019 Lead Teacher Incentive Program" text. The rest of the page content is obscured by a blue border.

Click on "My Applications" to view a list of applications you have started or submitted on behalf of your lead teachers.

Creating a Lead Teacher Incentive Application

Step 1: Navigating to the Application Page

Lead Teacher Incentive (LTI) Program

Accepting applications from Aug 1 2018 12:00 AM (EDT) to Oct 5 2018 12:00 AM (EDT)

MORE >

On the "Programs" page, click the green "More" button in the center of the screen

PRE-K FOR ALL NYC Department of Education 2018-2019 Lead Teacher Incentive Program

Lead Teacher Incentive (LTI) Program

NYC DOE DIVISION OF EARLY CHILDHOOD EDUCATION
2018-2019 LEAD TEACHER INCENTIVE PROGRAM

Pre-K for All is excited to offer the Lead Teacher Incentive Program for the 2018-2019 School Year. This program aims to attract and retain certified lead teachers in full-day (six hours and twenty minutes) Pre-K for All programs at New York City Early Education

APPLY

Opens
Aug 1 2018 12:00 AM (EDT)

Deadline
Oct 5 2018 12:00 AM (EDT)

On the next screen, click the green "Apply" button on the right-hand side of the screen.

Creating a Lead Teacher Incentive Application

Step 2: Naming the Lead Teacher Candidate Application and Eligibility Check

Name your application

Enter Lead Teacher's First and Last Name Here

Teacher Incentive

CANCEL CREATE APPLICATION

Please enter Lead Teacher candidate's **first and last name to begin application** (will be application name as well) and click **"Create Application"**

0 of 1 tasks complete

Last edited: Aug 30 2018 05:33 PM (EDT)

REVIEW & SUBMIT

Deadline: Oct 5 2018 12:00 AM (EDT)

Lead Teacher Incentive (LTI) Pro... Preview

test

ID: 0000000020

APPLICATION ACTIVITY

Your tasks

TASK: Eligibility Check

On the next page, click on **"Task: Eligibility Check"** to determine if this lead teacher meets the basic eligibility incentive requirements.

Creating a Lead Teacher Incentive Application

Step 3: Lead Teacher Candidate Information and Eligibility Check

ELIGIBILITY CHECK

Lead Teacher Candidate Information

Lead Teacher's First Name

Lead Teacher's Last Name

Lead Teacher's Maiden Name (used for teacher's certification look up, where applicable)

Lead Teacher's Email Address

Lead Teacher's Date of Birth

Lead Teacher's Last 4 Digits of SS#

Is this teacher employed as a lead teacher in a Pre-K for All classroom?

Yes

No

Is this teacher a Full Day or Half Day Pre-K for All lead teacher?

Full Day Pre-K for All Lead Teacher

Half Day Pre-K for All Lead Teacher

Enter the Lead Teacher candidate information and answer the eligibility check questions.

Then select "Mark As Complete."

IMPORTANT

The Lead Teacher candidate must be a Pre-K for All Lead Teacher in a full-day classroom, to be eligible to proceed with application.

Creating a Lead Teacher Incentive Application

Step 4: Complete Each Application Task

An application task is considered complete when it is marked with a check mark.

The number of application tasks will differ depending on program permit type.

The screenshot shows a list of application tasks for a specific application (ID: 0000000032). The tasks are:

- TASK: Eligibility Check (Completed, marked with a green checkmark)
- TASK: Candidate Information Form (Completed, marked with a green checkmark)
- TASK: Early Childhood Education Certification (Not completed, marked with a dashed circle)
- TASK: SCR Form (Not completed, marked with a dashed circle)
- TASK: Upload SCR Clearance Letter (Not completed, marked with a dashed circle)
- TASK: Acknowledgement Forms (2) Lead Teacher Candidate and Program (Not completed, marked with a dashed circle)

A progress bar at the bottom of the list shows "2 of 8 tasks complete". Below the progress bar, it says "Last edited: Sep 4 2018 12:47 PM (EDT)" and "Deadline: Oct 5 2018 12:00 AM (EDT)". A "REVIEW & SUBMIT" button is visible at the bottom.

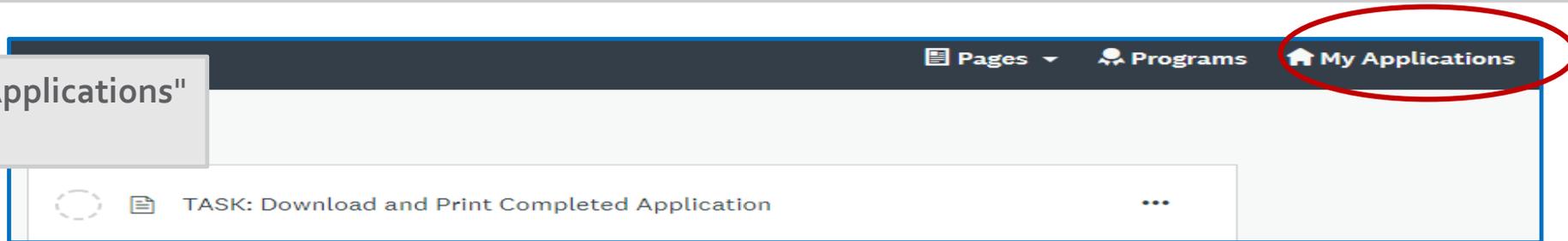
IMPORTANT

Article 47 and GFDC programs must submit a valid SCR clearance letter for each Lead Teacher candidate.

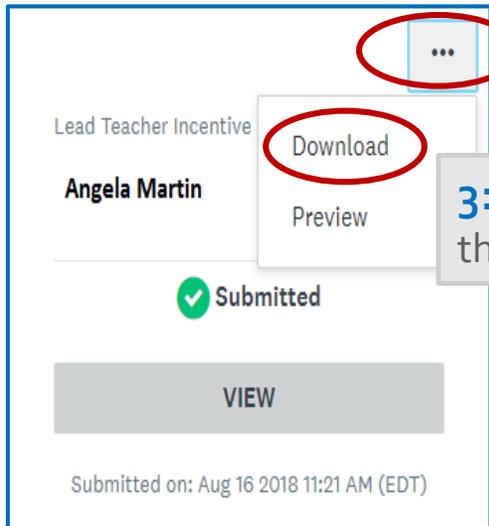
Completing a Lead Teacher Incentive Application

Step 5: Download and Print Lead Teacher Candidate Application for Notary

1: Click on "My Applications" at top screen.



2: From boxed view, click on the three dots in upper right corner.



3: Click download from the drop down list.

Download Options Customize your download

Download selected applications as...

Separate PDF for each selected application

Include in downloaded file name

- Application ID
- Applicant Name
- Application Title

Application tasks to include

- All application tasks
- Choose application tasks

4: In this "Download" screen, select options:

- Separate PDF for each selected application
- Applicant Name
- All Application Tasks

5: Click "Download" and print.

IMPORTANT

Bring the printed application AND blank affirmations page to a notary

Submitting the Lead Teacher Incentive Application

Step 6: Review Final Application Page for Accuracy and Submit

5 of 5 tasks complete

Lead Teacher Incentive (LTI) Pro... [🔗](#)

Angela Martin

ID: 0000000010

APPLICATION REVIEWS

Last edited: Aug 20 2018 01:10 AM (EDT)

REVIEW & SUBMIT

Deadline: Oct 31 2018 12:00 AM (EDT)

To ensure an application has been submitted: click "My Applications" at the top of Home Screen

All Applications ▾

Lead Teacher Incentive (LTI) Program

Pam Halpert

Deadline: Oct 31 2018 12:00 AM (EDT)

5 of 5 tasks complete

CONTINUE

Last edited: Aug 14 2018 03:28 PM (EDT)

Lead Teacher Incentive (LTI) Program

Ryan Howard

Deadline: Oct 31 2018 12:00 AM (EDT)

0 of 3 tasks complete

START

Last edited: Aug 13 2018 10:37 AM (EDT)

Lead Teacher Incentive (LTI) Program

Angela Martin

Submitted

VIEW

Submitted on: Aug 16 2018 11:21 AM (EDT)

IMPORTANT

If you did not receive a confirmation email, the application was not submitted successfully.

After Submitting an Application

IMPORTANT

Check for Candidate Application Status Updates

Log back into SurveyMonkey Apply. Click on "My Applications" at the top of screen.

Status "**Attention Needed**" indicates an error in a Lead Teacher's application.

The program must correct and resubmit this application by deadline in order to be reviewed for the Lead Teacher incentive.

All Applications ▾

Lead Teacher Incentive (LTI) Program

Jessica [REDACTED]

Deadline: Oct 5 2018 12:00 AM (EDT)

STATUS: Attention Needed

8 of 8 tasks complete

CONTINUE

Last edited: Sep 1 2018 04:16 PM (EDT)

To correct the application, click "Continue"

Pre-K Lead Teacher Incentive Review team will contact you via email on any questions or concerns regarding applications. Please respond promptly.

After Submitting an Application

Viewing Application Reviewer Comments

Lead Teacher Incentive (LTI) Pro...  Preview ...

Cheshire Cat
ID: 0000000036 Status: Attention Needed

APPLICATION **REVIEWS** ACTIVITY

Your tasks

-   TASK: Eligibility Check
Completed on: Aug 31 2018 04:05 PM (EDT) >
-   TASK: Candidate Information Form
Completed on: Aug 31 2018 04:10 PM (EDT) >

Click on the "Reviews" tab next to "Applications"

ID: 0000000010 Status: Attention Needed

APPLICATION **REVIEWS** ACTIVITY

PHASE 2A: DOE Conducts Evaluation and Verification of Applicant Eligibility

Reviewer

 Reviewer



Then click on checkbox icon on right hand lower screen.

After Submitting an Application

Reviewer Comments: How to View

Reviewer Comments Screen

In the example here, the Reviewer has noted:

- SCR letter has expired
- Notarized page was missing a signature.

SCR Clearance

The lead teacher's SCR clearance letter is valid (*issued on or after October 5th, 2016 and before October 5th, 2018*). Letters dated before October 5, 2016 are considered expired.

Please note: SCR request letters will not suffice for this program.

No

Reviewer's Comments

The SCR letter has expired.

ECE Form

I have verified this Lead Teacher's valid (not expired) certification in Early Childhood Education on TEACH.

Yes

Reviewer's Comments

Yes - via the state certification website.

Affirmation Page

The notarized page is complete and has been notarized TWICE and signed TWICE, on both the top and bottom halves.

No

Reviewer's Comments

The page is missing the lead teacher's signature.

IMPORTANT

An application status will not change to "Submitted" until the Program corrects all Reviewer's comments on a Lead Teacher application

After Submitting an Application

Reviewer Comments: Editing Incorrect Application Information

To edit and resubmit an application, click "Application"

ID: 0000000010 **Status:** Attention Needed

APPLICATION REVIEWS ACTIVITY

Your tasks

✓	TASK: Eligibility Check Completed on: Aug 29 2018 03:31 PM (EDT)	
✓	TASK: Candidate Information Form Completed on: Aug 29 2018 03:37 PM (EDT)	>
✓	TASK: Early Childhood Education Certification Completed on: Aug 29 2018 03:40 PM (EDT)	>
✓	TASK: Acknowledgement Forms (2) Lead Teacher Candidate and Program Representative Completed on: Aug 29 2018 03:43 PM (EDT)	>
✓	TASK: SCR Form Completed on: Aug 29 2018 03:43 PM (EDT)	
✓	TASK: Upload SCR Clearance Letter Completed on: Aug 29 2018 03:44 PM (EDT)	

Then click on the task(s) that requires editing.

From the Reviewer Comments previous screen, this candidate needs to **resubmit** a valid SCR letter and a notarized application page (viewed by scrolling down screen)

After Submitting an Application

Reviewer Comments: Uploading Corrected Documents, If Needed

The screenshot shows a web interface for reviewing an application. On the left, there is a sidebar with a 'Back to application' link and a list of tasks: 'TASK: Eligibility Check' and 'TASK: Candidate Information Form', both marked with green checkmarks. The main content area displays a task titled 'TASK: Upload SCR Clearance Letter'. Below the title, there is a 'Task instructions Hide' link. A red circle highlights a three-dot menu icon in the upper right corner of the task area. A dropdown menu is open from this icon, with 'Download' and 'Reset' options. Another red circle highlights the 'Reset' option. Below the dropdown, there is an 'IMPORTANT' notice: 'SCR Letters expire every two years. This letter must be dated 5th, 2016 in order to be considered valid. As indicated in this application above, your program holds a Group Family Day Care (GFDC) or Article 47 Permit. As such, the submission of this Lead Teacher's SCR Clearance Letter is a requirement.'

To resubmit any documentation, click on the three dots on the upper right side of screen

Then select "Reset" to refresh page

IMPORTANT

These steps will allow you to upload a second, corrected document, if requested to.

After Submitting an Application

Reviewer Comments: Uploading Corrected Documents, If Needed

IMPORTANT: SCR Letters expire every two years. This letter must be dated on or after October 5th, 2016 in order to be considered valid. As indicated in this application above, your program holds a Group Family Day Care (GFDC) or Article 47 Permit. As such, the submission of this Lead Teacher's SCR Clearance Letter is a requirement.

Once page refreshes, click "Attach File" to upload a second, corrected document.

Please be sure to double check accuracy of document before uploading.



ATTACH FILE



LINK TO VIDEO



download_82fa8861c1db1bfc4e463c4c53c4f7a2
Added: Sep 1 2018



Once document is successfully uploaded, click "Mark as Complete"

MARK AS COMPLETE

After Submitting an Application

Reviewer Comments: Resubmitting a Corrected Application, If Needed

ID: 0000000010 | Status: Attention Needed

- ✓ TASK: Eligibility Check
- ✓ TASK: Candidate Information Form
- ✓ TASK: Early Childhood Education Certification
- ✓ TASK: Acknowledgement Forms (2) Lead Teacher Candidate and Program Representative
- ✓ TASK: SCR Form
- TASK: Upload SCR

8 of 8 tasks complete

Last edited: Sep 1 2018 04:53 PM (EDT)

REVIEW & SUBMIT

Deadline: Oct 5 2018 12:00 AM (EDT)

IMPORTANT

Programs are expected to respond promptly to Pre-K Lead Teacher Incentive emails (via SurveyMonkey Apply).

If we are unable to contact you for corrections, an application error will result in disqualification of a lead teacher's eligibility.

After all edits and updates to application are made, resubmit corrected application by clicking "Review & Submit."

Additional Application Questions?

Please email your corresponding Field Office below for Lead Teacher Incentive application assistance.

IMPORTANT

** Please include **Site ID** and **Lead Teacher Candidate Name** in Subject Line.

- ❖ Manhattan/ Bronx: MX-PreKTeacherIncentive@schools.nyc.gov
- ❖ Brooklyn/ Staten Island: BKSI-PrekTeacherIncentive@schools.nyc.gov
- ❖ Queens: Queens-PreKTeacherIncentive@schools.nyc.gov



Due to the number of inquiries due to open application season, please allow between 5 – 7 business days for a response.